

Town Hall 2020 - Meeting minutes

Tuesday, December 8, 2020

Via Zoom

7pm - 9:02pm

Number of attendees - 46 steady, up to 51 people at one point

Agenda & Minutes

<i>Topic</i>	<i>Speaker</i>
GVIAS 2020 Town Hall - Chhanges <ul style="list-style-type: none">● Welcome to everyone● Agenda<ul style="list-style-type: none">○ Background○ GVIAS Committee Overview○ BitF Org Chart○ Timeline○ Recruitment Process○ BitF 2021○ Q&A● Housekeeping for the meeting<ul style="list-style-type: none">○ Please mute yourself unless speaking to reduce background noise○ We'll pause at the end of each section for any comments or questions○ Comment in the chat box in zoom if you'd like to speak and we'll watch it and call on you in order when it's time	<i>Adrian</i>
Background <ul style="list-style-type: none">● A year (or more) off presented GVIAS with a unique opportunity to re-evaluate and make improvements that would have been difficult to achieve within the time constraints in a normal production year● As an organization, we have seen a need for change to:<ul style="list-style-type: none">○ create opportunity and access for new leaders, to support future growth○ allow us to be more inclusive and better protect our community○ better align skills and development for essential roles○ prevent burn out, and thereby potential loss of institutional knowledge○ Some changes have already been started, such as the leadership group	<i>Monica</i>
The Leadership Committee <ul style="list-style-type: none">● Brief Intro to the Leadership Committee:	<i>Ashes</i>

<ul style="list-style-type: none"> ○ Advisory and policy-formulating capacity to the GVIAS Board, and at times, to the BitF, Dustcovery and/or ReCharge Production teams, or various committees ○ Members must have previously served on the GVIAS board, a GVIAS committee or as a producer or associate producer for a GVIAS event; or as Burning Man Regional Contact; alternatively individuals who have served at another Regional, in one of the aforementioned, equivalent positions. ○ May include: <ul style="list-style-type: none"> ■ conducting recruitment processes, providing mentorship or education, creating or revising policies related to leadership and succession ● Current members: Ashes, Squishelle, Compass, Lisa, plus Monica assisting as board liaison - and we're looking for one more! 	
<p>How the idea for the changes came about</p> <ul style="list-style-type: none"> ● Anonymized feedback was gathered from production team <ul style="list-style-type: none"> ○ Board and leadership committee met and discussed and reviewed all the feedback ○ This is also what burning man does ○ Did a good stock take on where we were ● Some of the themes from the feedback analysis showed: <ul style="list-style-type: none"> ○ Need greater clarity on jobs, scope, and decision making processes ○ Remove potential points of conflict if possible ○ Spread the workload more ○ Need to make it more fun ● The conclusion was to reorganize the BITF production team and form more committees 	<p><i>Ashes</i></p>
<p>NEW COMMITTEES, NEW PROPOSED GVIAS ORG CHART</p> <ul style="list-style-type: none"> ● Committees in Red are existing ● Green are the ones we are newly forming ● As we have become bigger and our events more complex, a lot of the administrative needs have come to occupy more of production's time ● New committees relate to the entire organization, not only BitF production ● Intended to: <ul style="list-style-type: none"> ○ Spread the work out across committees rather than tasking the BitF committee with everything. ○ Move roles and responsibilities that apply to all our events, out to committees tasked with that work year-long ○ Make use of talent and experience in our community, subject matter experts etc 	<p><i>Jennie</i></p>

<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Perhaps people want to give back to the community but no in actual event production ○ We want production roles to be fun & their focus to be on creating amazing, fun and safe events and experiences for our community ● The “committee” of each event means the production level ● Recharge should be here too, just ran out of space 	
<p>Committee Roles and Functions</p> <ul style="list-style-type: none"> ● Blown out view of the committees and what sorts of things will be part of their responsibilities ● All committees will have a board liaison ● As a general rule, no dual roles on the org chart amongst being on the board, being on a committee, and being an associate producer and up for an event. <ul style="list-style-type: none"> ○ By express permission of the board only on case by case, emergency etc ○ Realize community is only so big, thus any Team leads are OK if you also have other role ○ Reasons? <ul style="list-style-type: none"> ■ Help prevent conflict ■ Help prevent burnout ● An important note, all Committee members are required to adhere to the GVIAS code of conduct and confidentiality ● Now the board will walk through the purpose of all of the GVIAS committees in a bit more detail 	<p>Jennie</p>
<p>Leadership</p> <ul style="list-style-type: none"> ● Started in December 2019; primary role is to support the GVIAS Board ● 2020 priorities include: <ul style="list-style-type: none"> ○ Recruitment and hiring, including vetting ○ onboarding ○ mentorship ○ succession planning ● Administer role descriptions for all leadership positions in the organization ● Leadership will eventually take over managing the Leadership survey 	<p>Monica</p>
<p>Policy</p> <ul style="list-style-type: none"> ● To help with: <ul style="list-style-type: none"> ○ Management of decision making within GVIAS <ul style="list-style-type: none"> ■ Incl. decisions within online spaces ○ Production of all events ● Leverage skills and expertise in community ● Once Committee formed: Initial creation of known required policies ● In production cycle newly needed policies referred to Policy Committee 	<p>Corey</p>

<ul style="list-style-type: none"> ● On-going management and updates of policies ● All policies need Board approval before implementation ● All events, many other committees as well (exceptions Conduct, and currently Grants) ● Policies and decision trees ● Referrals from anywhere in the org if dealing with something new/novel ● Help make production fun again by moving this work out to a group of people with the interest and time to do this type of work - dispurses the burden over the year ● Ensures cohesion and continuity of policies across event cycles and board terms <ul style="list-style-type: none"> ○ But policies are living documents and subject to regular review and update as needed 	
<p>Contracts</p> <ul style="list-style-type: none"> ● Centralize venue and vendor relations ● Ensure knowledge transfer across event cycles and continued relationships <ul style="list-style-type: none"> ○ Lists of past and potential vendors and venues ○ Roster of past/existing/future vendors - ability to track who was good to works with/delivered etc - radios, gators, security, medics etc ● Organization wide - All contracts over \$1,000 <ul style="list-style-type: none"> ○ Materials, equipment, and services for all GVIAS events ● All venue contracts <ul style="list-style-type: none"> ○ Relationship, contracts, and insurance ● Work in concert with production for all events and bod (bod still signs big contracts and insurance) ● Looking for people with experience in procurement, contracts, etc who are interested in working year round to make events happen but not necessarily working the events themselves 	<p><i>Corey</i></p>
<p>Comms</p> <ul style="list-style-type: none"> ● All communication roles for all events and GVIAS, combined <ul style="list-style-type: none"> ○ Ensures unified, consistent information, common look and feel of materials, and standard practices applied ● Organization wide ● Website and newsletter content ● Moderation and posting to social media ● Creation of event pages 	<p><i>Deb</i></p>
<p>Volunteer</p> <ul style="list-style-type: none"> ● Similar to the BitF structure and adds capacity to provide year-round support across events 	<p><i>Skuirrel</i></p>

<ul style="list-style-type: none"> ○ Maintain yearly momentum ○ Helps keep talent and knowledge for all GVIAS events ○ Capture post-event keen interest ● Two positions within the committee: Leads and Coordinators <ul style="list-style-type: none"> ○ Leads ○ Coordinators ● Committee won't dissolve at the end of events; positions are year-round to facilitate general volunteer (non-leadership) recruitment (all events and other vollen teams), volunteer communication, recognition and appreciation events ● Volunteer survey will also be active year-round and committee will follow up on an ongoing basis to offer opportunities for volunteering in departments of choice across events ● Ability to actively support onboarding of event production teams: information flow and use of Volcor ● Includes volunteer hub, volunteer recognition/appreciation, swag and recruitment/community-building events ● Structure and function of committee is geared towards community building, building relationships, accruing skills and knowledge in our volunteer pool, and supporting community members to become leaders ● Creates a more ingrained sense of volunteerism in our community ● Ultimate goal is to have database of volunteers to call on as needed - based on skills, experience, interest 	
<p>Culture</p> <ul style="list-style-type: none"> ● Year long efforts at acculturation rather than just event focused <ul style="list-style-type: none"> ○ Consistent messaging ○ Year long, thoughtful strategies ○ Presence at all GVIAS events, not just BitF ● Have heard loud and clear that acculturation, culture, inclusion and diversity are important and are issues within our community ● Change drivers in culture ● Outreach work within the community, at all events etc ● Includes ambassadors, newbie hub, burner skool, diversity 	<i>Skuirrel</i>
<p>Finance</p> <ul style="list-style-type: none"> ● Budgets (review and creation) - work with BitF producers and controller, and producers of all other events ● Looking for those with strong accounting or bookkeeping knowledge that has worked with budgeting before ● Looking for an individual to join this committee going forward! 	<i>Deb</i>
<p>Conduct</p> <ul style="list-style-type: none"> ● Existing committee that was first formed in early 2018 	<i>Skuirrel</i>

<ul style="list-style-type: none"> ○ Good standing members of our community ○ Helps maintain a culture of accountability and kindness ○ Holds confidentiality to the highest standard ● Currently have two leads that are community vetted ● Six members that help investigate any 'cases' ● Confidentiality is extremely important and agreements signed ● Encourages the accountability of members actions ● Works on understanding and development of conduct in members whenever possible rather than punishment 	
<p>Tech</p> <ul style="list-style-type: none"> ● Ticketing for GVIAS events ● Maintain websites and update as requested ● Help make informed decisions on technical issues and new platforms ● Manage Base Camp ● Manage GSuite (Users, email and Drives) ● Not a new committee but a recent one in the last year or two, currently chaired by Arthur Goldsmith ● The Tech Committee functions to provide technical support to GVIAS, the Board of Directors and its committees. ● This team consolidates functions that have in the past been dealt with by a number of roles across our events, within the board, and in community on an ad hoc basis. ● Primary functions include ticketing, G-suite and website management, and special projects (i.e. website overhaul and modernization, recommendations on new platforms). 	<p><i>Adrian</i></p>
<p>Grants = the Grants you know and love - no changes</p>	
<p>BitF: UPDATED PROPOSED ORG CHART</p> <ul style="list-style-type: none"> ● Moving on to the committee of BitF itself ● Producers are empowered to adjust and change the teams within their pods and the internal division of labour as they see fit from year to year - these are their teams ● However, <ul style="list-style-type: none"> ○ overall number of pods set at 6 + chair and controller ○ Max - one producer and two ass prods per pod ● As previously mentioned some work has been pulled out into the new committees <ul style="list-style-type: none"> ○ To help tackle succession planning ○ To streamline and clarify decision making ● Systems tasks and responsibilities have been redistributed amongst the new committees ● Volunteer and Comms moved to the newly formed committee 	<p><i>Tyler</i></p>

<ul style="list-style-type: none"> ● DPW has been split <ul style="list-style-type: none"> ○ To address issues with respect to time commitments and scope ○ ass-prods from one might move to the other, ○ producer of one might move to the other to gain experience across all areas. ○ Team leads across both could be the same people ● Creation of new Pod with all the central burning man event spaces <ul style="list-style-type: none"> ○ Effigy, temple, temple guardians, centre camp (centre camp core infrastructure to be GVIAS property and reusable) ● Now we're going to move on to a discussion about changes to the recruitment and application process for all production roles and all leadership roles across the organization from the board to each committee. 	
<p>Leadership Survey</p> <ul style="list-style-type: none"> ● Goal: make the leadership application process transparent and more accessible ● Create a process by which work/career experience is potentially equally relevant to life/community experiences ● After this first year of phasing-in, adjusting to restructuring and COVID uncertainties: <ul style="list-style-type: none"> ○ leadership application will be open year-round ● Brief overview of the questions: <ul style="list-style-type: none"> ○ Questions are modeled after BMOrgs leadership survey - intended to be fluid throughout GVIAS-sanctioned events, but mostly modeled for BitF ○ Questions designed not only to determine best fit, but also to have a better understanding of applicants' passions and motivations ○ Applicants should be prepared to answer multiple choice, as well as written questions to complete the survey ● We know that leaders become leaders through many paths, not always based on formal training or career/work experience - it's our hope that the new application process provides an avenue for a wide variety of experience to be considered ● So people can apply whenever they are motivated/inspired <ul style="list-style-type: none"> ○ call-outs will be posted to encourage applications as needed through event cycles, and when committee spaces arise ○ Committee will reach out to applicants who may have applied when recruitment was not active ● This survey has been put together to help get a better understanding of who our volunteers are, to help us place people in their strengths and aligned with their passions ● Less professional work experience should not be a barrier to apply - we want to grow our leadership 	<p><i>Brianna</i></p>

<p>Timeline of Rollout</p> <ul style="list-style-type: none"> ● Roles to be posted tomorrow, December 10th ● Applications for priority roles: Committees, BitF Chair, BitF Secretary and BitF Controller, to be open until noon, January 2nd ● The vetting process will begin as applications are received by the leadership committee ● Leadership committee starts vetting process, followed by the Conduct Committee ● Next round of postings for BitF Production and remaining committees will likely be posted in early January ● 2022 applications onwards: if applying for same role = streamlined process ● We have less than a month to start vetting people for leadership positions - get your applications in as soon as you can! ● Goal is to have the key committees in place to start work in January, and BitF Production in place by mid-February, to allow plenty of time for onboarding and team-building 	<p><i>Brianna</i></p>
<p>Recruitment/Vetting Process</p> <ul style="list-style-type: none"> ● Why <ul style="list-style-type: none"> ○ Organization needs to understand skill sets, historical involvement, past experiences, and if there are any known/raised conduct issues ● Who <ul style="list-style-type: none"> ○ All leadership roles need to apply for each new term (Team lead level and up) <ul style="list-style-type: none"> ■ Event-related role terms = 1 year (if no event, possibility of 2 years) ■ Detailed role descriptions: links within Leadership survey ○ Existing Committee members: apply at end of current term for role ○ All Event Producers and Associates: apply for next production cycle ○ Team Leads: sensitive roles will have same application process ● How <ul style="list-style-type: none"> ○ Reviewed by Leadership Committee, then interview and references ○ Conduct Committee will vet top candidates ○ Board makes final decision and appoints successful person to role ● Most production positions have a 1 year term; each cycle requires a (streamlined) re-application to stay in a position - this may function differently for 2021 only (i.e. 2 years initially). Committees may have collections of 1 and 2 years to stagger people. ● To ensure some continuity being the past holder of position with good performance will weigh heavily in favour of application. ● Feedback process: feedback to be provided to unsuccessful applicants if requested by applicant 	<p><i>Brianna</i></p>

<ul style="list-style-type: none"> Once appointed, names handed over to Leadership committee to begin onboarding and team-building 	
<p>Vetting Process (Part of Recruitment)</p> <ul style="list-style-type: none"> To protect GVIAS/Community/Volunteers/Participants and mitigate risk All leadership and sensitive positions (e.g. Harm Reduction) = custodians of community Will apply to all leadership and sensitive roles going forward All applicants asked for consent in application form Only top applicants will go through Conduct Committee process How: <ul style="list-style-type: none"> Names sent to Conduct Committee Leads Conduct Committee Leads report to Board using green/yellow/red status system Status results are part of recruitment package reviewed by Board before making decisions and appointments As result of whole application and recruitment process, applicants may have: <ul style="list-style-type: none"> A secondary interview/meeting/chat with 2 Board Members No appointment Appointment by Board (may include conditions) Recommendation re: lower leadership position for a period of time to get experience or work on some aspect of their leadership Not currently applying to volunteers from team lead on down (i.e. regular volunteers) 	<p><i>Jennie</i></p>
<p>BITF 2021</p> <ul style="list-style-type: none"> Contract with Snug Lake revised earlier this year: <ul style="list-style-type: none"> Deposit has rolled over to 2021 Built-in safety mechanisms re: Covid and further roll-overs of deposit Biggest factors in to BitF or not to BitF: <ul style="list-style-type: none"> liability, insurance, medical, public health orders and recommendations Deadlines for decision-making to roll-over to 2022: <ul style="list-style-type: none"> On or before April 1, 2021 <ul style="list-style-type: none"> Are health orders and recommendations likely to be in effect? On or before May 15, 2021 <ul style="list-style-type: none"> Can insurance be secured? Is insurance cost prohibitive or subject to prohibitive exclusions? Can medical services be secured? 	<p><i>Skuirrel</i></p>

- Can cancel after May 15, but lose deposit
- So before April 1: board to look at health orders and recommendations and decide if likely to still be in effect in July
- And Before May 15: board needs to speak to insurers to see if anyone is insuring large events in summer 2021 (is insurance possible)
 - Even if possible would it be too expensive? Or come with conditions that make the event too difficult i.e. mandatory testing or vaccinations, or an exclusion for all risk related to covid thus exposing GVIAS, the board ett to any risk if people get sick
- And before May 15 Board needs to contact medical services supplies to see if any teams would be available in summer

Questions? (speaker names removed)

1. Policy stuff, would it be in G-suite, on a ticket, etc.?
 - a. Right now on tickets there is a waiver. Policy will be held on the G-suite directly as mostly internal policies is what they will be doing
2. Regarding the org chart for BitF. Is there a narrative on how the scope of the roles is meant to roll out?
 - a. There currently isn't a narrative, but questions are welcome.
 - b. Most of the questions are regarding safety and that scope
3. Any sense having BitF as a separate entity?
 - a. Under the current org chart, it is a current 'committee' that reports to the board directly.
4. What if nobody applies?
 - a. Then we keep posting the role and reaching out to those we think may be a real asset to the community. New members or past members within the community
5. Are there going to be roles posted or is everything through application?
 - a. Moving to a model where volunteers have to 'apply' for things
 - b. Worker 'bees' will be called out specifically in a few months. But if you are keen now, then you can still apply.
6. Would we consider 4 leadership terms at 2 years rather than 1 year?
 - a. Yes this is the intention. Everyone will start out with one or two year terms in hopes that we stagger it and always have continuing persons.
7. This process, really loves it. Could be daunting however, so make sure our communication is very opening, welcoming, and clear. No onboarding can make taking on a major role very intimidating.
 - a. Very much noted!
8. When will we know / not know about BitF 2021? For planning purposes.
 - a. May 15, if we cancel then we can roll over to 2022. If we don't cancel by then then we would lose our deposit. So that is the TRUE

drop dead date. First drop date is April 1st to get all our deposit rolled to 2022.

9. Leadership process is a lot more transparent. This is a massive improvement. Are we worried at all about it being too much of a top down organization? Is this a regression?
 - a. This is more middle management with accountability towards collaboration. It will be collaborative policy and decision making and is trying to add the FUN back into production of the event.
10. We want to make the roles FUN. What plans do we have when someone has an 'un-fun' role (such as conduct) as they want to join in a fun role like production?
 - a. Lead roles within production are OK but we are trying to avoid burnout with larger time roles of production. Or allowances can be made as well.
11. What is the plan to get some new faces to move into more leadership roles? So there isn't just the same leadership people?
 - a. It's all outreach and putting the word out with job descriptions etc. Transparency so people know what they are applying for.
 - b. We want to make this all more visible on the website so it's easier for people to apply etc.
12. Worried that any new policy could be 'slammed' onto the production. What system is there going to be to keep these committees accountable? Can someone sit in on the policy committee meetings? Keep them transparent?
 - a. Board's expectations are that it MUST be collaborative. All policies will consult with the parties involved and there should be NO surprises.
 - b. Planning on having a 'process' for decisions coming out of the blue. As we know they will come up. We will create a process so any decision makers (such as producers) will have the list of resources they can call on. (such as attending board members)
13. Is there an intent for any of the standing committees working as part of the event?
 - a. Starting in 2021 to always have a board member on call at the event (rolling board members)
14. Production team has had recruitment issues in the past. What would we do if we can't find someone to do that roll?
 - a. This is the whole purpose of these changes. Culture committee, leadership committee year round, yearly application forms, database.
 - b. We will also have to reach out and try to drum out more volunteers!
15. Any plan for online or virtual event?
 - a. We are wide open if someone wants to step up.

- b. Has been put out in our newsletter to drum interest, but nothing has taken off yet
- 16. Slack is a tool where we can collaborate?
 - a. We currently use Basecamp
 - b. May look at other platforms but not currently
- 17. Wants to tag in on succession planning and recruitment and leadership. Did this during their production stint and it was key for successful teams
 - a. It was important to bring succession planning into the mix.
- 18. Wondering what we do when there is an appeals process to a policy that is set in place?
 - a. Anyone can email to board@gvias.org with any issues or concerns with how we currently run things
 - b. Or they can volunteer for the policy committee!
 - c. Policy committee and board is always open to feedback and communication
- 19. Have we talked about Honorariums?
 - a. Has come up and been batted around. We have talked about it but we realize it's a slippery slope. How do we hold some volunteer hours over others?
 - b. Is something we have discussed in regards to the policy committee. How would it affect, what would be fair etc.
 - c. Good points, it's about encouragement to get people to step in when they may be financially struggling

Meeting adjourned - 9:02pm

Thank you everyone for an amazing meeting!!!